Academic Senate
MINUTES
Monday, January 25, 2021
3:00 – 5:00 p.m.
Via Zoom

Executive Committee Members Present					
x	Cathy Anderson	x	Kari Aranbul	x	Jim Bigelow
x	David Carico	x	Jim Crooks	x	Cheryl Cruse
x	Leslie Ellingson	x	Leo Fong	x	Lenore Frigo
	Scott Gordon	x	Chaz Kelley	x	Mindy Marlatt
x	Corrinne Minnard		Haley Mulvihill	x	Ray Nicholas
x	Johnathan Nuttall	x	Carie Palmer		Brad Rupert
x	Linda Thomas	x	Joanne Tippin	x	Michael Trujillo
x	Susan Westler				
x	Jennifer McCandless (N/V)	x	Frank Nigro (N/V)	x	Scott Yates (N/V)

Other Faculty Present					
x	Kate Ashbey	x	Sara McCurry	x	Chris Rodriguez

Guests					
x	Stacey Bartlett	x	Will Breitbach	x	Andy Fields
x	David Gatewood	x	Ioanna Iatridis	x	Tim Johnston
x	Kate Mahar	x	Carlos Reyes	x	Buffy Tanner
x	Zack Zweigle				

1. Call to order: Meeting was called to order at 3:02 p.m.

2. Approval of Minutes (Attachment)—December 14, 2020: Lenore Frigo moved to approve the December 14th minutes; seconded by Mindy Marlatt. Motion carried with two abstentions (Corrinne Minnard and Linda Thomas)

3. Informational Reports from Guests
   - Facilitator: Cathy Anderson
   - Purpose and Expected Outcome: These agenda items are for invited reports from guests. No action will be taken under these agenda items.
   a. Update on CPL (Credit for Prior Learning) Faculty Liaisons
       Presenter: Kate Mahar
       Kate Mahar provided an update on the recruitment and training of faculty liaisons for Credit for Prior Learning (CPL). She explained that these faculty liaisons will be providing their area expertise in clarifying CPL practices and procedures.

4. Standing Action Items from Our Subcommittees, The Office of Instruction, and The Office of the Superintendent/President
   - Facilitator: Cathy Anderson
   - Purpose and Expected Outcome: These agenda items are for business that the Academic Senate must discuss and vote on at each meeting.

   a. From the Curriculum Committee

       New or Revised Courses: None at this meeting

       New or Revised Programs: None at this meeting

   b. From the Office of Instruction

       Tenure Review Committees/Mentors: None at this meeting

       Peer Evaluators: None at this meeting

   c. Board Policies and Administrative Procedures from the Office of the Superintendent/President

       First Readings: First readings are an opportunity to review, clarify, and suggest changes. We do not make motions or vote on a first reading.

       None at this meeting

       Second Readings: Second readings are an opportunity to make motions to approve with minor changes. If significant changes are needed then there will not be a vote and the BP/AP will be brought back for a third reading.

       None at this meeting

d. From the Scholastic Standards Committee: COVID-EW Policy for Expedited Review – Lenore Frigo

>   The records office was handling COVID EW (excused withdrawal) requests internally for Fall 2020 students (i.e., the records office was approving student petitions for the EW without review by the Scholastic Standards committee). This involves students requesting an EW related to COVID, directly or indirectly and submitting their petition *prior* to final grades being posted. There has been a suggestion that even for petitions submitted after final grades, those petitions be reviewed only by the records office (and not by the Scholastic Standards committee) for the sake of expediency.

Lenore Frigo explained the rationale for continuing expediting the approval process for an Excused Withdrawal (EW) due to COVID-19 by letting the Admissions and Records office handle these requests internally, and she also reminded everyone that students can apply for an EW retroactively, but they can only do so up to a year after a course ends. Lenore wanted to get input from Academic Senate on whether we should continue this expedited approval process for EW requests now that grades for Fall 2020 have been turned in. There was strong support for continuing with this approach with EW requests. Ray Nicholas asked if the expedited process for COVID-19-related EWs would be available for students this current semester. Buffy Tanner clarified that for this semester, standard, non-COVID-related EW requests would be reviewed by the Scholastic Standards Committee, but COVID-related EW requests would be processed using the expedited method; she also explained that for financial aid purposes, a standard EW is treated the same way as a Withdrawal (W), but a COVID-related EW is not. Buffy noted that information on EWs, both standard and COVID-related, can be found in several places on the College's web site in the Admissions and Records page.

e. Appoint the Delegate to the Spring 2021 Plenary Session of the Academic Senate

>   The session will be a virtual event and will meet April 15-17. The delegate needs to be available to attend all three days. Voting is on April 17.

Cathy asked for anyone interested in serving as delegate for the Spring 2021 Plenary, which will be held virtually. Kari Aranbul expressed interest. Susan Westler moved to appoint Kari Aranbul to serve as delegate for the Spring 2021 Plenary; seconded by Ray Nicholas. Motion carried unanimously.

f. Competency Based Education Pilot Project Grant Opportunity – Kate Mahar

>   Are interested in applying to participate in this grant opportunity to help the state develop and implement competency-based education programs over the next five years?

Kate Mahar briefly explained what Competency-Based Education involves. These are programs that are comprised of a series of competencies determined by and assessed

by faculty, and, as such, they are closely related to Credit for Prior Learning (CPL). Kate identified a grant opportunity available to California community colleges, and this five-year project would focus on a specific program at a college and be faculty-driven. She explained that there will be ten colleges selected, with one program at each college, with funding of $100,000 annually over five years, and she wanted to gauge Academic Senate's willingness to support an application for this grant. Involvement in this project would provide the opportunity to help shape Competency-Based Education policy state-wide. Kate mentioned that Shasta College's Health Information Technology, Health Information Management, Heavy Equipment Operations, and Early Childhood Education programs are strong contenders for consideration, and program selection will be done at a later date. Scott Yates noted that there was discussion about Competency-Based Education at the Curriculum Institute this past summer, and there was recognition that such an approach works well with certain types of programs but not with others, particularly those that rely heavily on the social construction of knowledge through student interaction. Linda Thomas moved to support an application for the Competency-Based Education Pilot Project Grant; seconded by Carie Palmer. Motion carried unanimously. Kate noted that the deadline for applying is in early April.

5. Project-Based Discussion/Action Items
   - These agenda items will vary to reflect the current projects that the Academic Senate is working on.

   a. Facilitator: Cathy Anderson
      Project: Late Adds
      Purpose and Expected Outcome: We had a conversation last semester about students who want to add after the first day. There is still some concern among some faculty that the timeline for adding is not ideal. The purpose of this item is to determine whether there is interest in researching concerns and developing different guidelines for late adds.
      Anticipated Completion: Depends on outcome of discussion

      Cathy provided some background on the discussion about the late add policy; she noted that there were some faculty who objected to the policy we had discussed last year because it allowed students to add into a class that still had openings available without approval of the instructor as late as the end of the second week after the start of the class. Some faculty did not want students adding into a class beyond the first week. Buffy Tanner announced that later this spring IT will be adding a new module in MyShasta called Self Service; currently, students can add into a class that has openings up to the last day to add, typically the Friday before Census. The Self Service module will give faculty the ability to customize the process for how students can add into their classes, whether those classes are full or have spaces available; for example, it would allow faculty to require students to get an "add authorization" to add a class after the semester begins. This will give instructors complete control over who gets to add into a class after the first day of instruction. Wait list codes will no longer be used. Ray Nicholas pointed out that the beta version of Self Service is now available in MyShasta for faculty to try out. Buffy stated that Matt Gallmeister from IT can provide a demonstration of Self Service for faculty. Cathy announced that she will add this

demonstration to the agenda of our next meeting.

6. Standing Reports from Subcommittees and Joint Committees

- Facilitator: Cathy Anderson
- Purpose and Expected Outcome: Subcommittees and Joint Committees are invited to update the Executive Committee about their current work. No action will be taken under these agenda items.

   a. Report from the Academic Senate President (Cathy Anderson)
      No report.

   b. Report from Instructional Council (Jennifer McCandless)
      No report. The next meeting of Instructional Council will be this Thursday, and it will focus on the hiring priorities list.

   c. Report from College Council (Frank Nigro or Cathy Anderson)
      Frank Nigro reported that the Leading from the Middle team gave a presentation to College Council on December 15th.

   d. Reports from Standing Subcommittees (Reports are given by the Co-Chairs or members as needed)
      i. Curriculum Committee (Co-Chair: Scott Yates, Frank Nigro)
         No report.

      ii. Scholastic Standards Committee (Co-Chairs: Lenore Frigo, Tim Johnston)
          No report.

      iii. Faculty Excellence Committee (Co-Chairs: Jennifer McCandless, Will Breitbach)
           Jennifer McCandless reminded everyone to complete and submit their Welcome Back Day attendance and evaluation forms if they have not already done so.

      iv. General Education Committee (Co-Chairs: Susan Westler, Carlos Reyes)
          No report.

      v. SLO Committee (Co-Chairs: Sara McCurry, Kate Ashbey, Jennifer Fox)
         No report.

   e. Reports from Joint Committees (Reports are given by the Co-Chairs or delegate as needed)
      i. Distance Education Committee (Co-Chairs: Tom Glass, Will Breitbach)
         No report.

      ii. Student Success Committee (Co-Chairs: Kari Aranbul, Kate Mahar)
          No report.

   f. Guided Pathways (Jennifer McCandless)

Jennifer McCandless reported that Will Breitbach has been working on our annual report for Guided Pathways. Now that we have identified our meta-majors, we will now move on to developing them.

g. Office of Instruction (Frank Nigro)
Frank Nigro asked for volunteers to help him review guidelines, suggestions, and samples for syllabus design that would be used to help new faculty write their syllabi.

7. Other
- Facilitator: Cathy Anderson
- Purpose and Expected Outcome: This agenda item is for members to bring up topics not on the agenda.   This is also an opportunity to determine interest in a possible future agenda item topic. No action will be taken under this agenda item.

8. Opportunity for Public Comment
- Facilitator: Cathy Anderson
- Purpose and Expected Outcome: This portion of the meeting is reserved for persons desiring to address the Executive Committee on any matter not on the agenda. No action will be taken under this agenda item. Speakers are limited to three minutes.

9. Adjournment: Meeting was adjourned at 4:52 p.m.

10. Next Meeting: Monday, February 08, 2021, at 3:00 p.m.

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